

# FISCAL MANAGEMENT NEWS

[A Newsletter Published by the Fiscal Management Division of OMB]

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## EMPLOYEE CHANGES

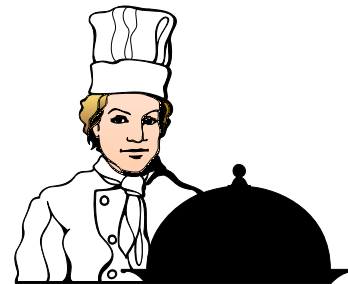
Renee Tjaden, administrative assistant in the Fiscal Management Division, retired on the 20<sup>th</sup> of March. Renee worked on the CAFR, payroll, and provided administrative support for many division functions. Renee and her husband, Mick, who also recently retired, are planning their future on America's golf courses

Becky Deichert will begin working full time in the Fiscal Management Division on May 18, 1998. Becky began at OMB as a high school student. She was rehired to assist in accounting, payroll and CAFR functions when she was a junior at the University of Mary. Becky graduated from the University of Mary on May 2 with a degree in accounting.

Brian Bartz was hired March 31 as a temporary part-time employee to assist Pam Schafer with PC and network support functions. Brian is a student at BSC in computer science.

## FREE LUNCH

Just to have some fun and to see who reads instructions, the Fiscal Management Division of OMB buried the following sentence in the 250+ page budget guidelines: "When you read this, take a break and call the Director of Fiscal Management at (701)328-4905. She will take the first agency fiscal officer who calls to lunch. OMB appreciates fiscal staff who read the manual."



Kathy Roll from the Attorney General's office was the winner of the free lunch. She called - believe it or not - on March 11, the day the guidelines were released.

The second person to find it was LaVonne Stair from the Department of Economic Development and Finance. She called on March 26.

On April 1, Cathy Halgunseth from the Department of Veterans Affairs was the third caller.

On April 22, Sharon Heap from the Water Commission was the fourth caller.

Congratulations, and thanks for reading the budget instructions.

## CHECK OUT THE INTERNET

The 1997 CAFR can now be viewed at Fiscal Management's Internet address which is: <http://www.state.nd.us/fiscal>. Other information you can find at our site includes:

- < Telephone numbers, e-mail addresses, organizational chart, and mission
- < Fiscal Management's On-line Payroll Manual
- < Fiscal and Administrative Policies
- < Approved State Budget
- < On-line Message Center
- < Publications (Rev-E-News)
- < State Agency and Analyst Listing
- < Out-of-State Meal Allowance Rates



Agencies can now print two OMB authorization forms off the Internet. The first form is SFN7012, the Authorized Voucher Signature Form. This is the form that OMB has on file for all agencies listing the employees authorized to sign Abstracts, Journal Voucher, IDB's, etc.

The second form is a new form, SFN 51620, the ACH Authorization Form. This will be used to set up vendors who want payments to go ACH rather than by check. The vendor should complete all required information and return it to OMB. Both the agency and vendor can print this form from the Internet. The same Internet address is used for these forms: <http://www.state.nd.us/fiscal>. If there are any questions concerning these forms, please call Jeff Larshus at 328-4902.

## CALENDAR OF CLOSING PACKAGE DUE DATES

/ Closing Package Control Checklist	July 10
/ Miscellaneous	July 17
/ Cash & Investments	Aug 7
/ Compensated Absences	Aug 7
/ Litigation	Aug 7
/ Miscellaneous Loss Liabilities	Aug 7
/ Inventory	Aug 7
/ Loan & Refund Receivables	Aug 7
/ Fixed Assets Checklist	Aug 14
/ General Fixed Assets	Aug 14
/ Fixed Asset Additions	Aug 14
/ Fixed Asset Deletions	Aug 14
/ Fixed Asset Intra-State Transfers	Aug 14
/ Lease	Aug 14
/ Misc. Receivables/Revenues	Aug 21
/ Insurance Claims	Aug 21
/ Tax Revenues	Sept 18
/ Accounts Payable	Sept 18
/ Grant Revenue	Sept 18

## CLOSING PACKAGE TRAINING

There will not be a general training session on completing "closing package" forms for the preparation of the 1998 Comprehensive Annual Financial Report (CAFR). State agencies with new fiscal employees will be contacted to set up individual training sessions, as needed.

Also, copies of the 1997 CAFR are available. If you would like a copy, please contact Bob Meidinger at 328-4992 or Eileen Holwegner at 328-1666.

## **DIRECT DEPOSIT? CHECK IT OUT . .**

**D**irect Deposit. Don't worry about rushing to deposit your paycheck on payday.

**I**ndulge yourself with a full lunch and avoid a trip to your financial institution.

**R**est assured. Your paycheck will be deposited safely and confidentially into your account -even when you are sick or on vacation.

**E**njoy the advantages of being able to use the money you've earned on payday. No longer will you have to wait for the check to clear.

**C**onvenience. No longer will your check sit in a purse or wallet over a long weekend; your money will be in your account automatically on payday.

**T**ake advantage of this service designed to make banking more convenient.

**D**irect Deposit is a safe and reliable method of automatically depositing your pay.

**E**ffective. Millions of employees take advantage of this service because it is a reliable and efficient method of depositing funds.

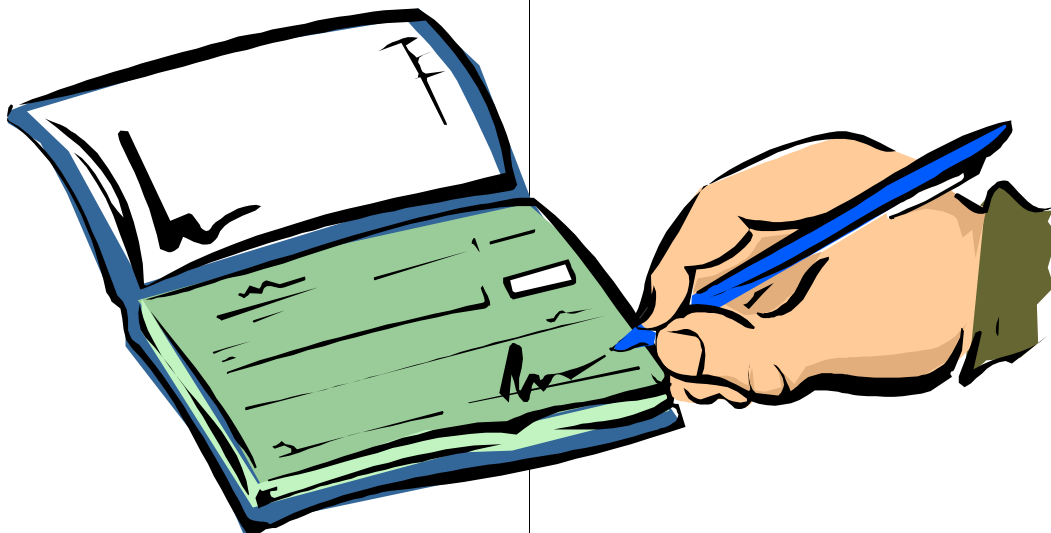
**P**rivacy is ensured. Unlike traditional payrolls in which a paycheck can go through many different hands before reaching your account; Direct Deposit means your records will be seen only by you and your payroll department.

**O**nly authorized transactions can be made against your account. Direct Deposit does not enable your employer to gain access to information about your accounts.

**S**afe. Direct Deposit eliminates the worry of lost or stolen checks.

**I**ncreased interest if you direct your funds into interest bearing accounts.

**T**alk to your personnel or payroll officer today and **CHECK INTO DIRECT DEPOSIT....**



## IT'S BUDGET TIME AGAIN

On March 11 Governor Schafer released the budget guidelines for agencies to use to complete their 1999-2001 budget requests. Agencies were asked to build an incremental budget starting at 95% of their current general fund budget. Program needs above 95% are to be prioritized in the optional adjustment package. This is the third biennial budget that has used this budget process.

Agencies with buildings and infrastructure have been working to update the building and

infrastructure inventories. The budget staff has been, and will continue to visit their assigned agencies. The first revenue forecast for the 1999-2001 biennium will be completed in July. Budgets are due statutorily by July 15. And best of all, the SIBR (Statewide Integrated Budget and Reporting System) is up and running smoothly!

Be sure to stay in close contact with your budget analyst with issues and concerns that affect your agency. The better we understand your budget, the better job we'll do for you.

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